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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**January 1 – January 31, 2006**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Philip Ingram, CO**

**Under Contract 68-R9-01-01**

**Submitted  
by**



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**EPA Contract No. 68-R9-01-01  
Superfund Records Management Support, Region 9**

**Monthly Report  
January 2006**

**TOAM:** Elaine Chan  
**TOM:** Patrick Gookin

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Task Order**

The monthly report was submitted to the TOAM on January 6.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on January 17.

The Records Center Performance Measurement Reports were submitted to the TOAM on January 9.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachments, to the TOAM on January 23.

The semi-annual property inventory was conducted and the list of EPA property contained in the Records Center was submitted to the TOAM on January 11.

At the request of the TOAM, the monthly contract report format was revised this month. The appendix listing of all sites worked on during a month was made more detailed by the inclusion of Site Spill Identification (SSID) numbers and Operable Unit (OU) codes.

**Future Activities**

Monthly technical and financial reports will be delivered to the TOAM by the 10<sup>th</sup> of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

**1.2 Close-Out of the Task Order**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

## **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

### **2.1 Organizing and Indexing**

Staff indexed 2,496 documents and edited 3,297 index records in the Superfund Document Management System 2 (SDMS2) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

CASTLE AIR FORCE BASE  
FORT ORD  
GEORGE AIR FORCE BASE  
JASCO CHEMICAL CO  
LAWRENCE LIVERMORE NATIONAL LABORATORY  
RIVERBANK ARMY AMMUNITION DEPOT

The site assessment Librarian IV received 12.5 lft. of new documents, of which 9 lft. were federal facilities, and processed 13 new sites. In addition, 3.5 inches of NPL Docket material were received.

Staff shifted approximately 24.5 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 2 site files, reorganizing, purging duplicate documents, and revising the indexing on SDMS when needed.

At the request of the TOAM, staff indexed, copied, and faxed a 150-page document from the United International Corp. site to the Northern Marianas Department of Environmental Quality for RPM Philip Armstrong.

The Operating Industries, Inc., Landfill indexing progress report was submitted to RPM Lance Richman on January 3.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS2 database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

83.3 lft. of documents were collected from 75 Hawthorne. A total of 14 Transfer of Records forms was processed.

1.6 lft. of documents were retrieved from off-site storage at the FRC.

Staff performed quality assurance on 3.5 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on January 19. The Contracts On-Site Box Storage Report was updated on January 7, 15, and 23.

#### **Future Activities**

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue

to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

### **2.3 Scanning**

SDMS Team members scanned and quality assured 4,746 documents (88,440 pages) during January.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC/NARA.

### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, logged, and indexed 2 SCAP accomplishment documents during the month.

#### **Future Activities**

Staff will continue to collect and index SCAP accomplishment documents.

### **2.5 Financial Documentation/Cost Recovery Packaging**

Fourteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

BROWN & BRYANT, INC. (ARVIN PLANT) (SSID H2)  
BURR BROWN (TUCSON INTERNATIONAL AIRPORT AREA) (SSID L8)  
DEL AMO FACILITY (SSID 36)  
KOPPERS CO, INC (OROVILLE PLANT) (SSID 43)  
LEVIATHAN MINE (SSID 1A)  
MOTOROLA, INC (52ND STREET PLANT) OU2 (OUS 13-15 & 18-19) (SSID BE)  
MOTOROLA, INC (52ND STREET PLANT) OU2 (OUS 14-15) (SSID BE)  
OMEGA CHEMICAL CORP. (SSID BC)  
SAN FERNANDO VALLEY- GLENDALE NORTH PLUME (SSID 1G)  
SAN FERNANDO VALLEY- GLENDALE SOUTH PLUME (SSID 1H)  
SPARKS SOLVENT/FUEL SITE (SSID W6)  
WESTERN PACIFIC RAILROAD CO. (SSID R4)

The Cost Package Documentation Index was updated on January 10, 20, and 30.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on December 29.

#### **Future Activities**

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

### **2.6 Recycling and Shredding**

At the request of EPA staff, staff shredded/recycled 7 lft. of documents.

### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

### **Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production**

Staff processed 80 requests for documents, performed 532 database searches in SDMS2, and provided 1,186 documents for EPA staff and other requesters.

Twenty-five indexes were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on January 5 and December 30 respectively.

Circulation staff completed the January quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

### **3.1 Freedom of Information Act (FOIA)**

Staff provided 12.5 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 7 requests.

### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

### **3.2 Photocopy and Redaction Service**

Staff copied on-site a total of 10,821 non-FOIA-related pages for EPA and other requesters and sent approximately 9,753 pages off-site to a copy service. In addition, staff printed 92 pages from SDMS2.

At the request of ORC attorney Larry Bradfish, 1 document from the Apache Powder Company site was redacted in preparation for the upcoming AR.

### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.3 CD-ROM Service**

Staff fulfilled 14 requests for documents on CD-ROMs. A total of 154,954 pages was copied to CDs.

#### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period.

#### **Future Activities**

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

### **Task 4: Administrative Records (ARs) and Special Collections Management**

The Central Eureka Mine Removal AR was compiled, copied, and sent to repositories on January 12.

On January 19 staff met with RPM Bella Dizon to discuss documents selected for the San Gabriel Valley South El Monte Operable Unit Administrative Record.

The Sutter Creek Branch Library was called for information and the Repositories database was updated on January 11.

One work-performed compilation was created or updated for the Lava Cap Mine site (SSID 3Y) during January.

#### **Future Activities**

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

### **4.1 Microfilm and Electronic Media Management**

No activity occurred in this reporting period.

#### **Future Activities**

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Archival microfilm will be shipped to EPA headquarters for transfer to the Federal Records Center in Suitland, Maryland.

## **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

On January 19, as part of the Records Center's disaster preparedness program, staff held a workshop on the recovery of water-damaged documents.

The following staff meetings were held during the month:

- The TOM held an all-hands staff meeting on January 24.
- The TOM held a Managers/Supervisors meeting on January 18.
- The TOM held an SDMS Department meeting on January 10.
- The TOM held a Cost Recovery Department meeting on January 10.
- The RIM IV/Assistant Manager held meetings with special projects staff on January 4 and 5.
- The RIM IV/Circulation Department Supervisor held a departmental meeting on January 23 and 29.
- The RIM IV/Head Indexer held a departmental meeting with indexing staff on January 10.
- The RIM IV/Computer Support Department Supervisor held a departmental meeting on January 24.

The TOM requested and received approval for purchase of: photocopier repair from Uptime Resources on January 25, and disaster recovery supplies from Patrick & Co. and Airgas Safety on January 27.

### **Future Activities**

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

## **Task 6: Training and Orientation**

At the request of the TOAM, Librarian IVs gave SDMS2 training to ORC attorney Michael Massey on January 6, and RPM Jamey Watt on January 9. Each was given a copy of the *SDMS2 User's Manual for EPA Staff*.

At the request of the TOAM, on January 27 a RIM IV gave new RPM Richard Hiatt a tour of the Records Center, introduced him to services offered by the Circulation Department, and trained him on the use of various *Express Link* online request forms. He was given a copy of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

At the request of the TOAM, the RIM IV/Head Indexer submitted an article for *SDMS News*, describing Records Center experiences using SDMS2 to complete the GE Discovery project.

### **Future Activities**

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

## **Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on January 12.

Staff assisted 6 EPA staff persons with technical problems relating to SDMS2 or Lotus Notes during January.

At the request of the TOAM an IS III installed SDMS2 for RPMs Michael Massey and Jamey Watt on

January 6 and 9 respectively.

At the request of the TOAM, a RIM IV conducted an audit of the current SDMS2 users accounts in Region 9 and submitted the results to the national EPA SDMS2 Project Manager.

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

#### **Task 8: Attend Meetings and Teleconferences**

The TOM and RIM IV/Assistant Manager attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on January 18.

At the request of the TOAM, on January 31 staff attended a teleconference call with SDMS2 development contractors to discuss requirements for a Region 9 Express Link In-Filing Form for the submittal of electronic documents to the Records Center by EPA staff. Work on this form is ongoing.

#### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in February.

In February staff will provide a marked-up copy of the proposed In-Filing Form for electronic documents to the national SDMS2 development contractors prior to the next meeting on this issue.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

Librarian IV, Jennifer Clyde, began work on the contract on January 17.

With the approval of the TOAM, on January 30 an RMS III in the Document Processing Section was transferred to the SDMS Department and reclassified to the RMS II level.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

The TOAM utilized *Express Link* Work Request forms to submit direction for 30 new projects. In addition, the TOAM submitted 11 requests for information or support in person, via telephone or E-mail.

## V. DELIVERABLES, STATISTICS, ACTUAL HOURS

### New File Footage

New Files Received	Footage	Year to Date
5,101	63.7	135.4

### Inventories

Records Surveyed	Year to Date
28 LFT	88.5 LFT

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
57	1	0	0	12	0	0	6	76

**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM JANUARY 1 THROUGH JANUARY 29, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)**

**SSID OUSITE NAME**

16	03	AEROJET GENERAL CORP RANCHO CORDOVA
16	05	AEROJET GENERAL CORP RANCHO CORDOVA
FL	01	ALAMEDA NAVAL AIR STATION
MS	00	ALLOC ELECTROPLATING SITE
DJ	00	AMCO CHEMICAL
BD	00	APRA HARBOR NAVAL COMPLEX
L9	01	ARIZONA AIR NATIONAL GUARD
JS	00	ASARCO INC HAYDEN PLT
--	00	BLUE GAP DIP VAT
H2	01	BROWN & BRYANT INC ARVIN FACIL
L8	01	BURRJBROWN (TUCSON INTERNATIONAL AIRPORT AREA)
GW	01	CASMALIA HUNTER
GY	01	CASMALIA PHASE 2
3H	01	CASMALIA RESOURCES
GX	01	CASMALIA STATE
71	01	CASTLE AIR FORCE BASE
AQ	00	CENTRAL EUREKA MINES
MU	00	CHINO AIRPORT RADIUM DIALS
--	00	COAST WIRELINE SERVICE
--	00	CONTINENTAL CAN CO USA PLT 442
1N	01	COOPER DRUM
JT	00	CYPRUS TOHONO MINE
36	01	DEL AMO FACILITY
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
33	01	DEL NORTE PESTICIDE STORAGE
HB	00	DENOVA ENVIRONMENTAL INC
P8	01	EDWARDS AIR FORCE BASE
Q6	01	FORT ORD
H7	01	FRESNO SANITARY LDFL
4R	01	FRONTIER FERTILIZER
--	00	GE UAO SITE FILES
CP	00	GREY EAGLE MINE
MV	00	GUAM DEPT OF AGRICULTURE MANGILAO FACILI
B8	00	HASSAYAMPA LANDFILL
B8	01	HASSAYAMPA LANDFILL
BL	00	HICKAM AIR FORCE BASE
20	01	INDIAN BEND WASH NORTH
G9	01	INDUSTRIAL WASTE PROCESSING
NB	00	INDUSTRIAL ZINC PLATERS INC
17	01	IRON MOUNTAIN MINE
F6	00	JASCO CHEMICAL CO
F6	01	JASCO CHEMICAL CO
74	01	JH BAXTER & CO, WEED, CA
FM	00	KLAU MINE
43	00	KOPPERS CO INC (OROVILLE PLANT)
43	01	KOPPERS CO INC (OROVILLE PLANT)
--	00	LA VETA #2 BURN DUMP
3Y	01	LAVA CAP MINE

1A 00 LEVIATHAN MINE  
 -- 00 LIBBY SISTER SITES (ASBESTOS PROJECT)  
 9U 00 LONG BEACH SHIPYARD  
 89 01 LORENTZ BARREL & DRUM CO  
 N6 01 MARCH AIR FORCE BASE  
 8P 00 MARE ISLAND NAVAL SHIPYARD  
 41 01 MCCLELLAN AIR FORCE BASE  
 KM 00 MCCLEUR TAILINGS  
 04 01 MCCOLL  
 04 04 MCCOLL  
 1E 01 MCCORMICK & BAXTER CREOSOTING CO  
 M6 01 MEW STUDY AREA  
 46 01 MGM BRAKES  
 J4 01 MODESTO GROUNDWATER CONTAMINATION  
 C7 01 MOFFETT NAVAL AIR STATION  
 GT 00 MONITOR PLATING  
 26 01 MONTROSE CHEMICAL CORP  
 CA 01 MONTROSE PV SHELF  
 BE 01 MOTOROLA INC (52ND STREET PLANT)  
 BE 02 MOTOROLA INC (52ND STREET PLANT)  
 BE 03 MOTOROLA INC (52ND STREET PLANT)  
 BE 04 MOTOROLA INC (52ND STREET PLANT)  
 BE 05 MOTOROLA INC (52ND STREET PLANT)  
 BE 07 MOTOROLA INC (52ND STREET PLANT)  
 BE 13 MOTOROLA INC (52ND STREET PLANT)  
 BE 14 MOTOROLA INC (52ND STREET PLANT)  
 BE 15 MOTOROLA INC (52ND STREET PLANT)  
 BE 17 MOTOROLA INC (52ND STREET PLANT)  
 BE 18 MOTOROLA INC (52ND STREET PLANT)  
 BE 19 MOTOROLA INC (52ND STREET PLANT)  
 -- 00 MTA VERMICULITE SPUR  
 -- 01 MTBE RCRA SITE  
 -- 00 NAVAJO NATION URANIUM MINES (2)  
 8J 00 NAVAL AIR STATION AGANA  
 -- 00 NAVAL MAGAZINE LUALUALEI  
 LU 00 NAVARRO PROPERTY  
 -- 00 NEWMAN DIP VAT  
 J5 01 NEWMARK GROUNDWATER CONTAMINATION  
 05 01 NINETEENTH AVENUE LANDFILL  
 7F 00 NORTH ISLAND NAVAL AIR STA  
 BC 00 OMEGA CHEMICAL CORP  
 BC 01 OMEGA CHEMICAL CORP  
 BC 02 OMEGA CHEMICAL CORP  
 58 01 OPERATING INDUSTRIES INC LND FLL  
 9M 00 PACIFIC POLISHING  
 19 01 PHOENIX GOODYEAR AIRPORT AREA  
 R8 01 PHOENIX GOODYEAR AIRPORT UNIDYNAMICS  
 JU 00 PILAU DRUM SITE  
 -- 00 PINE SPRINGS DIP VAT  
 KK 00 PIONEER PIT/GARDNER'S POINT PLACER MINES  
 6P 00 PRESIDIO OF SAN FRANCISCO  
 21 00 PURITY OIL SALES INC  
 21 01 PURITY OIL SALES INC  
 JW 00 RIALTO COLTON PLUME

LC 00 RINCONADA MINE  
 8Q 00 SAN DIEGO NAVAL TRAINING CENTER  
 59 01 SAN FERNANDO VALLEY AREA WIDE  
 L6 03 SAN FERNANDO VALLEY BURBANK OU  
 N2 01 SAN FERNANDO VALLEY GLENDALE (GEN) OU  
 N2 03 SAN FERNANDO VALLEY GLENDALE (GEN) OU  
 1G 03 SAN FERNANDO VALLEY GLENDALE NORTH PLUME  
 1H 03 SAN FERNANDO VALLEY GLENDALE SOUTH PLUME  
 N1 02 SAN FERNANDO VALLEY NORTH HOLLYWOOD OU  
 FJ 00 SAN LUCY FARM AIRSTRIP  
 -- 00 SANTA ROSA PLATING WORKS  
 44 01 SELMA TREATING CO  
 44 02 SELMA TREATING CO  
 ES 01 SAN GABRIEL VALLEY (AREAS 1-4) ALHAMBRA OU  
 -- 00 SAN GABRIEL VALLEY (AREAS 1-4) AZUSA IRWINDALE STUDY AREA OU  
 M5 01 SAN GABRIEL VALLEY (AREAS 1-4) BALDWIN PARK OU  
 7B 08 SAN GABRIEL VALLEY (AREAS 1-4) EL MONTE OU  
 7B 09 SAN GABRIEL VALLEY (AREAS 1-4) EL MONTE OU  
 -- 00 SAN GABRIEL VALLEY (AREAS 1-4) MONROVIA OU  
 8V 04 SAN GABRIEL VALLEY (AREAS 1-4) PUENTE VALLEY OU  
 8V 05 SAN GABRIEL VALLEY (AREAS 1-4) PUENTE VALLEY OU  
 M2 03 SAN GABRIEL VALLEY (AREAS 1-4) RICHWOOD OU  
 4X 00 SAN GABRIEL VALLEY (AREAS 1-4) SOUTH EL MONTE OU  
 4X 01 SAN GABRIEL VALLEY (AREAS 1-4) SOUTH EL MONTE OU  
 4X 05 SAN GABRIEL VALLEY (AREAS 1-4) SOUTH EL MONTE OU  
 M3 04 SAN GABRIEL VALLEY (AREAS 1-4) SUBURBAN WATER SYSTEMS BARTOLO... OU  
 M4 01 SAN GABRIEL VALLEY (AREAS 1-4) WHITTIER NARROWS OU  
 M4 02 SAN GABRIEL VALLEY (AREAS 1-4) WHITTIER NARROWS OU  
 CG 00 SIERRA ARMY DEPOT  
 -- 00 SIMPSON SHASTA RANCH  
 J8 01 SOLA OPTICAL USA INC  
 -- 00 SOUTH ALAMO DIP VAT  
 42 01 SOUTH BAY ASBESTOS AREA  
 64 01 SOUTH BAY BASIN  
 W6 00 SPARKS SOLVENT/FUEL  
 K2 01 SULPHUR BANK MERCURY MINE  
 JY 00 SYLVANIA SYSTEMS GROUP GTE PRODUCTS  
 M7 01 TRAVIS AIR FORCE BASE  
 8R 00 TREASURE ISLAND NAVAL STATION  
 P3 01 TREASURE ISLAND NAVAL STATION HNT PT AN  
 6H 00 TRI-CITY LANDFILL  
 GF 01 TUCSON W PLUME B OU (TUCSON INTERNATIONAL AIRPORT AREA)  
 6Y 01 TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)  
 KA 00 UNION PACIFIC VERMICULITE RAIL SPUR  
 -- 00 UNITED INTERNATIONAL CORP  
 -- 00 VETA GRANDE MINING CO  
 C1 01 WASTE DISPOSAL INC  
 R4 00 WESTERN PACIFIC RAILROAD CO  
 Q1 01 WILLIAMS AIR FORCE BASE